

HEALTH & SAFETY NOTICE



HSN-04 ISSUE 04 JANUARY 2002

RESPONSIBILITIES OF STAFF OR OTHERS **APPOINTED TO SPECIFIC HEALTH & SAFETY** **ROLES**

CONTENTS

Introduction	Page 4.1
The Chair of the Health & Safety Committee	Page 4.2
Health Safety Advisers	Page 4.3
Hazardous Substances	Page 4.4

RESPONSIBILITIES OF STAFF OR OTHERS APPOINTED TO SPECIFIC HEALTH & SAFETY ROLES

INTRODUCTION

1. This Safety Notice must be read and understood by all relevant staff and others of Vacman Cleaning Ltd.

THE CHAIR OF THE HEALTH & SAFETY COMMITTEE

2. The Managing Director or his nominee will chair the Committee and is responsible for the preparation of its minutes, reports and proposals.

HEALTH AND SAFETY ADVISERS

3. Managers and Supervisors will be responsible for advising staff on health and safety matters. The person(s) appointed must have an overall appreciation of the requirements of the Health & Safety at Work etc. Act 1974 and any other statutory or local requirements specific to the work carried out by the company.

HAZARDOUS SUBSTANCES

4. Managers & Supervisors will have delegated responsibility for advising all staff members under their control on all matters where hazards exist, or may exist, from the use, handling, storage and disposal of all Substances Hazardous to Health. (see HSN-19)

The Manager/Supervisor will be required:-

- (a) to approve, in advance, all proposals for the acquisition, use, handling, storage and disposal of such materials;
- (b) to approve the environment in which any such work is to be carried out;
- (c) to review the protection and monitoring of staff and others concerned;
- (d) to ensure that all activities are in compliance with the Health & Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 1999 and any other statutory obligations;
- (e) to report to the Managing Director;
- (f) to submit an annual report to the first meeting of the Health & Safety Committee held in the Autumn.

Approved by:



.....
Managing Director

Date:...../...../.....